# **aberdeen-liquid_logo**

# **THE SOFTKEYS**

### Basic Information about Softkeys

There are 20 Softkeys along each side of the interactive whiteboard. The Softkeys software and the VWB software are two separate software applications. Within your Softkeys, any Presentation Tools that add virtual ink or remove it, such as the Annotation Pen(s), Highlighter, Eraser and Clear Screen, will not work while you are in VWB. If you try to use these Presentation Tools, you will hear a *“ding”* sound from your computer’s speakers to remind you these annotation tools are unavailable. The Softkey Annotation Tools do not work in VWB because VWB has its own set of annotation tools available on the VWB toolbar.

The other Presentation Tools, such as Zoom, Reveal, Spotlight, Subliminal Message and Timer will work in VWB and can really aid a presentation.

What are the “Factory Default” Softkeys?

“Factory Default” Softkeys

**Softkey icon strip[1]**

**1: Next**

**2: Previous**

**3: End show**

**4: Annotation Pen - Red**

**5: Annotation Pen - Black**

**6: Highlighter**

**7: Timer**

**8: Eraser**

**9: Clear screen**

**10: Reveal**

**11: Spotlight**

**12: Zoom**

**13: Applause**

**14: Virtual keyboard**

**15: Snapshot**

**16: Home Page URL**

**17: Subliminal Message**

**18: Intelliboard Selections**

**19: Launch VWB**

**20: Calibrate Intelliboard**

**Note:** you have the ability to change the “factory default” Softkeys and customize them to your liking; you are not confined to the above. Also, you do not need to memorize the Softkeys. If you simply hover or hold the pen over the Softkey, the function will be displayed. This mimics how your mouse works if you hover over a toolbar function in MS Word, for example. Here is a quick sample of how you may use the Softkeys:

1. **Annotation Pen:** With the Presentation Tools Annotation Pen, you can write over top of any Windows screen. If you are using the Internet, you can write on the web page to help reinforce your point. As you may be aware, annotating during a lesson or meeting increases retention rates. Here are a few things to note about the Annotation Pen: You can change the pen color and width and have your annotations retained on the screen or have them disappear after the tool has been dropped.
2. **Reveal**: Many times individuals just want to copy all notes and not listen to the discussion. Perhaps while using an overhead projector you used a piece of paper to slowly reveal the information. The Reveal function works in the same way. Write some information on the VWB. Next click Softkey 9 and you will notice the screen is dark. As you drag the pen down the screen, your information is slowly revealed.
3. **Zoom/Spotlight**: These two keys can help individuals focus on one area of the screen. In Zoom the area will become larger so the people in the back can see your point more clearly**.** Spotlight will darken the whole screen except for a certain section. This feature is helpful for looking at maps, pictures, or other detailed items. To use these Softkeys, click on Softkey 11 for Zoom and Softkey 10 for Spotlight and place the MMX Pen on the board where you want the tool to take effect.

**Note:** You can change the size of your spotlighted section! Open the Spotlight, and image a box around the Spotlight. Click your pen tip in the lower right hand corner of the box and drag the pen to resize the Spotlight. Once you have reached the desired size, lift the pen tip off the board.

**Note:** To de-select or drop a Presentation Tool, hover over the board and right click. Another option to de-select a Softkey is to press Default Softkey 3 (Stop/Escape) to return the MMX Pen to mouse functionality or to select another Softkey, which will automatically drop the previous Softkey.